



## **FRONT OFFICE ASSISTANT**

(Payclass 06; T1, 8-month Contract)

### **OD UNIT**

## **Human Resources Department**

Staff Learning Centre, Organisational Development and Effectiveness, Human Resources.

The Staff Learning Centre seeks to appoint a suitable candidate to a temporary position at a Payclass 06 level, to support the Learning and Development activities held at the Staff Learning Centre, Cambria House. This short-term contract is for a period of 8 months, starting August 2023.

The main purpose for this position is to provide efficient, effective, and professional front office administrative support to the Staff Learning Centre in support of delivering the Staff Learning Programme and related Learning and Development projects.

To view and apply for this position, please visit the [UCT Careers site](#) to create a profile and to submit your application.

**Closing date:** 11 July 2023

**Reference:**

ID 305

*UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

**UCT reserves the right not to appoint.**